

Type 2 LAP Site Plan

Excavation, Grading and Parking Lot Expansions

Step 1: Application

Making Application. The applicant must make an appointment with Staff to file by calling (317) 881-8698. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- ☐ **Application Fee.** No application fee is required at the time of submission. Fees will be assessed at permit issuance.
- ☐ **Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ☐ **Attachment D:** Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- ☐ **Attachment J:** Waiver Request (if applicable)
- ☐ **Attachment L:** Project Routing Sign-Off Sheet – must be completed by all applicable departments
- ☐ **Attachment M:** Take-Off Sheets for Guarantee Estimates (download spreadsheet for this form at: <http://www.greenwood.in.gov/egov/apps/document/center.egov?view=item:id=1373>) (If applicable)
- ☐ **Drainage Calculations and Watershed Map.** (2 copies)
- ☐ **Site Development Plan.** Site Development Plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10-460 of the Zoning Ordinance, which describes the necessary information on a sheet-by-sheet basis. Submit **three full sets** that are 24" x 36" in size.
- ☐ **Electronic Copy of Plat and Plans.** Submit **one** copy of the plan set in a .pdf format on compact disk or other portable media device.
- ☐ **Vicinity Map.** 8 ½"x11" in size showing where the property is located in Greenwood, making sure major streets are labeled. Scale should be approximately 1:1,000.

Step 2: Notifying the Public

Public notice is not required for this type of petition. Go to step 3.

Step 3: Staff Report, Public Meeting and Application Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Technical Review Committee Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the meeting.

Public Meeting

No public meeting is necessary, unless waivers are requested or performance guarantees are necessary.

Application Schedule

There is no general schedule for a Type 2 LAP Site Plan, since each request administratively reviewed. The goal for this process is to issue a Land Alteration Permit as soon as possible from the date of filing. As a result, these petitions should be filed at the earliest convenience of the petitioner and a worksheet shall be completed by staff establishing specific dates as benchmarks during the review process.

Step 4: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition may be heard by the Commission, if waivers are necessary. This public meeting is currently scheduled for _____, however, the petition must complete Outside Review and be reviewed by the Technical Review Committee prior to the meeting. The meeting starts at 7:00pm in the Common Council Chambers of the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana 46142.

Public Notification is not required.

What Happens Next?

The petition will be forwarded to the Engineering Division for comment. Upon completion of this review, a Technical Review Committee meeting will be held to review the plans. If Performance Guarantees are necessary, then approval by the Board of Works and Safety is necessary before the issuance of a Land Alteration Permit.



City of Greenwood Plan Commission

For Office Use Only			
Docket #			
Filing Date		Fee	
PC Date		PN Date	

Petition

Type 2 LAP Site Plan

1. Petitioner

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone _____ Fax _____ E-Mail _____

2. Property Owner

Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____ E-Mail _____

Applicant is (circle one): _____ Sole owner _____ Joint Owner _____ Tenant _____ Agent _____ Other (specify) _____

3. Type of Petition

☐ Type 2 LAP

4. Premises Affected

Address, Subdivision Lot Number, or location from major streets _____

Total Acreage		Existing Zoning:		Existing Use	
Total Lots		Proposed Zoning:		Proposed Use:	

5. Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant _____

Notary Public's Name (printed) _____ Signature of Notary _____

My Commission Expires _____ State _____ County _____

Subscribed and sworn to before me this _____ day of _____, _____



City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____ Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (____is) (____is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____

County of Residence: _____

Attachment J: Subdivision, Site Development, Parking and or Landscape Waiver Request

Project _____

Docket _____

Waivers from these Regulations.

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision, site development, and or parking regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Plan Commission. (Sec. 10-501: Subdivision Control); (Sec. 10-460: Site Development); (Sec. 10-103: Parking); (Sec. 10-472: Landscape)

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

- (1) The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.
- (2) The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.
- (3) The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.
- (4) The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Subdivision Control Ordinance, Site Development, Zoning Ordinance as it relates to parking requirements, and Landscaping requirements for the City of Greenwood: (Staff can assist) **NOTE: Do not use this form if requesting a Waiver from the Stormwater Drainage and Sediment Control Ordinance. Contact the City Engineering Department to discuss drainage waiver requests.**

1. Section 10-_____: _____
2. Section 10-_____: _____
3. Section 10-_____: _____
4. Section 10-_____: _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

Signature of Applicant



City of Greenwood Plan Commission

Attachment L: Project Routing Sheet

Applicants are required to consult with the Planning Division, the City Engineer, the Stormwater Department and the applicable Fire Department, prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate Greenwood ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

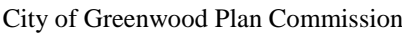
Project Name _____

Developer _____

Firm Preparing Plans _____

Contact Phone Number _____

Planning Division <i>Comments:</i>	(317) 881-8698	Date of meeting:	Staff Signature:
City Engineering <i>Comments:</i>	(317) 887-5230	Date of meeting:	Staff Signature:
Fire Department <i>Comments:</i>	Gwd: (317) 882-2599 White River: (317) 888-8337	Date of meeting:	Staff Signature:
Stormwater Department <i>Comments:</i>	(317) 887-4711	Date of meeting:	Staff Signature:



Project _____ Docket _____

Dirt Work TOTAL: \$

[illegible]

Storm Sewer TOTAL: \$

Erosion Control

		Quantity	Unit Price	Gross Price
<i>Seeding</i>	Square yards of seed and mulch		@ \$	= \$
	Square yards of hydro-seed		@ \$	= \$
<i>Sod</i>	Square yards of sod		@ \$	= \$
<i>Other</i>	Square yards of erosion control blanket		@ \$	= \$
	Individual straw bales		@ \$	= \$
	Linear feet of silt fencing		@ \$	= \$
<i>Miscellaneous</i>	Individual sand bags		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
Erosion Control TOTAL: \$				

Sanitary Sewers

	Quantity	Size	Material	Cut Depth	Unit Price	Gross Price
Pipe	Linear feet of			4-6 feet	@ \$	= \$
	Linear feet of			6-8 feet	@ \$	= \$
	Linear feet of			8-10 feet	@ \$	= \$
	Linear feet of			10-12 feet	@ \$	= \$
	Linear feet of			12-14 feet	@ \$	= \$
	Linear feet of			> 14 feet	@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Quantity				Unit Price	Gross Price
Laterals	Linear feet of 6” service laterals (check one) <input type="checkbox"/> PVC <input type="checkbox"/> DI				@ \$	= \$
Manholes	Manholes, 4-6 feet				@ \$	= \$
	Manholes, 6-8 feet				@ \$	= \$
	Manholes, 8-10 feet				@ \$	= \$
	Manholes, 10-12 feet				@ \$	= \$
	Manholes, 12-14 feet				@ \$	= \$
	Manholes, >14 feet				@ \$	= \$
Backfill	Tons of granular backfill, #6-9 stone				@ \$	= \$
	Tons of granular backfill, pit run				@ \$	= \$
	Tons of granular backfill, #53				@ \$	= \$
Other	Slant Stacks				@ \$	= \$
	Clean Outs				@ \$	= \$
	8” x 6” wyes				@ \$	= \$
	10” x 6” wyes				@ \$	= \$
	12” x 6” wyes				@ \$	= \$
	Special structures				@ \$	= \$
	Special structures				@ \$	= \$

Special structures		@ \$	= \$
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Sanitary Sewer TOTAL : \$

Streets

	Quantity	Unit Price	Total Price
<i>Concrete Streets</i> With integral curbs (square yards)		@ \$	= \$
<i>Asphalt Streets</i> Linear feet of curb and gutter		@ \$	= \$
Tons of base stone compacted, #2		@ \$	= \$
Tons of base stone compacted, #53		@ \$	= \$
Tons of bituminous base		@ \$	= \$
Tons of bituminous binder		@ \$	= \$
Tons of bituminous surface		@ \$	= \$
Gallons of bituminous tack coat		@ \$	= \$

Street TOTAL : \$

Sidewalks

	Quantity	Unit Price	Total Price
Linear feet of four-foot concrete sidewalks		@ \$	= \$

Sidewalks TOTAL: \$

Surveying Monuments & Street Signs

	Quantity	Unit Price	Total Price
Standard centerline monuments		@ \$	= \$
Standard perimeter monuments		@ \$	= \$
Standard Street name signs		@ \$	= \$
Traffic control signs		@ \$	= \$

Surveying Monuments & Street Signs TOTAL: \$

Guarantee Summary

	TOTAL	Performance Guarantee (110% of Total Cost)	Maintenance Guarantee (20% of Performance)
Guarantee 1 Dirt Work & Storm Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 2 Erosion Control	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 3 Sanitary Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 4 Streets	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 5 Sidewalks	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 6 Surveying Monuments & Street Signs	\$	x 1.10 = \$	x 0.20 = \$

Comments:

Bond Estimates prepared by:

Signature/Title

Date

Printed Name

Reviewed and Approved by:

City Engineering Department

Date